

Appendix A

Notification of Construction

4/10/2000

CALTRANS STATEWIDE NPDES PERMIT

Order No. 99-06 DWQ, NPDES CAS000003

Notification Of Construction (NOC) Instructions

The Permit requires that a Notification of Construction (NOC) for construction projects covered by the Permit be submitted to the appropriate Regional Water Quality Control Board (RWQCB) at least 30 days prior to the start of construction. In some cases, the RWQCB may view two or more smaller projects in the same corridor as part of a larger common plan of development. The Project Manager should be aware of other projects in the corridor. If needed, these projects should be mentioned in section V. Construction Site Information.

Typically, most of the information on the form is completed by the District Storm Water Coordinator, Environmental staff, Project Manager or Project Engineer. That individual also submits the NOC to the appropriate RWQCB(s) at the same time the PS&E package is transmitted to the Office Engineer. No fees are to be submitted to the RWQCBs. A copy should also be transmitted to the District Construction Division.

At the time of the first submittal to the RWQCB, the District may elect to leave blank the information in Section IV. Construction Field Office and resubmit a copy of the form with that information filled in at the time the Resident Engineer (RE) is assigned. Alternately, the District may wish to fill in a contact name of someone other than the RE, such as the Area Senior Construction Engineer or Project Manager, who will remain the contact for that project until the NOC is resubmitted with the new contact information, or until the Notice of Completion of Construction (NCC) is filed.

The form may be filled in electronically or by printing legibly.

I. IDENTIFICATION

Provide a brief project descriptive name, a “nickname.” When the NOC is first submitted to the RWQCB, check the First Submittal box. For subsequent changes of information, including contact information, enter the amendment number.

Enter the Contract Number. Use the construction phase EA.



Enter the date that the NOC is first submitted to the Regional Water Quality Control Board (RWQCB), or date of subsequent submittals.

Provide a "to scale" or "to approximate scale" drawing of the construction site and the immediate surrounding area. Limit the map to an 8.5" x 11" or 11" x 17" size. At a minimum, the map must show the site perimeter, the geographic features surrounding the site, general topography, and location of the construction project in relation to surface waters and named streets, roads, intersections, or landmarks. Do not submit a drawing unless it meets the above size limits.

Enter the city, if applicable, or N/A if not within city limits. Enter the county or counties, route number, post mile and kilometer post. Also enter the tentative start and end dates.

Enter a tentative date the Storm Water Pollution Prevention Plan (SWPPP) will be available.

II. CALIFORNIA REGIONAL WATER QUALITY CONTROL BOARD(S)

Check the box of the RWQCB(s) that has jurisdiction over the area that the project is in.

III. CALTRANS DISTRICT

Enter the name and address of the Caltrans District individual responsible for submittal of the NOC to the RWQCB. Typically that individual is the Project Engineer, Project Manager, the District Storm Water Coordinator, or Environmental Program staff.

IV. CONSTRUCTION FIELD OFFICE

Enter Caltrans field office information, if known, and Construction Contact person information. As discussed above, the District may elect to use the contact information for the RE after the project has been assigned, or another individual, such as the Area Senior or Project Manager. If the Construction Contact information changes, then the District should resubmit a revised form to the RWQCB(s). Provide the physical address of the field office, or a description of the physical location of the field office if no physical address is available and a location map.

V. CONSTRUCTION SITE INFORMATION

Provide a brief narrative description of the work. You can attach a checklist of permanent and/or temporary BMPs if needed, or required by a RWQCB. A checklist of construction BMPs can also be attached later as an amendment after the SWPPP is completed.

Check the box or boxes to indicate any additional required approvals, permits or certifications. Some examples are: variance from the Department of Toxic Substances Control (DTSC) for reuse of soil containing lead, dredge or fill operations requiring Army Corps of Engineers 404 certification and/or Clean Water Act 401 certification, streambed alteration requiring Department of Fish and Game 1601 permit and non-storm water discharges requiring separate waste discharge requirements. Describe the condition and whether the approval, permit or certification has been issued. If the project involves soils subject to the DTSC variance, notify the appropriate RWQCB(s) to determine if separate waste discharge requirements must be issued. The RWQCBs have up to 120 days to issue waste discharge requirements, so the RWQCBs should be notified early on in the process.

Indicate the total size in acres and hectares, of the construction project. Also indicate the size of the disturbed soil area. Disturbed soil area is defined in the Storm Water Management Plan as “areas of exposed, erodible soil, including stockpiles, that are within the construction limits and that result from construction activities.”

Identify the name of the surface receiving water body for the storm water discharge. Indicate whether the project is in or immediately adjacent to the receiving water. If the storm water is infiltrated, check the box for infiltration basin, and identify the basin’s location. If the discharge is to a separate storm sewer system, such as a collection system operated by a municipality, flood control district, utility, or similar entity, check the box for municipal/other system and the name of the system owner.

VI. CERTIFICATIONS

The permit requires that all reports and information requested by the SWRCB or RWQCBs be signed by an Executive Officer, Executive Director or a duly authorized representative if the authorization is made in writing. If a District elects to delegate signature authority to staff, a model letter that submits a list of authorized names or positions to a RWQCB is attached that can be used for this purpose. If signature authority is delegated to staff, a copy of that delegation letter should be sent to the Storm Water Manager at Headquarters.

NOC FORM

The Notification of Construction (NOC) can be found at Caltrans Electronic Forms System Web Site. Go to the Caltrans Onramp, click on Resources, then Caltrans Electronic Forms System (CEFS), then Forms. The NOC may be located by entering the form name, number (CEM-2002) or looking under the Construction heading. The most current version of the form will be at that site.

Model Letter

District Letterhead

To: Regional Water Quality Control Board
Address

Authorized Representative(s) to Sign Storm Water

Notification of Construction

In compliance with the State of California Department of Transportation (Caltrans) NPDES Permit for Storm Water Discharges, Order No. 99-06-DWQ Section M. 10. b, I hereby authorize the following individuals/positions to sign the Notification of Construction to the Regional Water Quality Control Board as required by Sections H. 8. a. and d. The individuals/positions authorized to sign that document have the responsibility for the overall operation of the regulated facility or environmental matters.

List individuals and/or positions

District Director Signature Block

Date

Cc: Ranny Eckstrom, Storm Water Project Manager, Caltrans Headquarters

NOTIFICATION OF CONSTRUCTION

IN COMPLIANCE WITH CALTRANS STATEWIDE NPDES STORM WATER PERMIT Order No. 99-06 DWQ, NPDES No. CAS000003

I. IDENTIFICATION-Attach Vicinity Map, 1/2 size copy of Title Sheet

Project		Check One: <input type="checkbox"/> First Submittal or <input type="checkbox"/> Amendment No. ____		Contract Number EA	Date MM/DD/YY
City(if applicable)		County	Tentative Start Date		Tentative End Date
Route	Post Mile	Kilometer Post		Tentative Date SWPPP Available	

II. CALIFORNIA REGIONAL WATER QUALITY CONTROL BOARDS

<input type="checkbox"/> Region 1, North Coast	<input type="checkbox"/> Region 5, Central Valley	<input type="checkbox"/> Region 6, Lahontan	<input type="checkbox"/> Region 7, Colorado River
<input type="checkbox"/> Region 2, San Francisco Bay	<input type="checkbox"/> Sacramento	<input type="checkbox"/> South Lake Tahoe	<input type="checkbox"/> Region 8, Santa Ana
<input type="checkbox"/> Region 3, Central Coast	<input type="checkbox"/> Fresno	<input type="checkbox"/> Victorville	<input type="checkbox"/> Region 9, San Diego
<input type="checkbox"/> Region 4, Los Angeles	<input type="checkbox"/> Redding		

III. CALTRANS DISTRICT

Name/Number	Project Contact
Address	Position Title
City Zip	Phone ()

IV. CONSTRUCTION FIELD OFFICE- Attach Location Map

Street Address	Construction Contact
Physical Location if Different than address above	Position Title
City State Zip	Phone ()

V. CONSTRUCTION SITE INFORMATION

Description and Type of Work	
Additional related required approvals: <input type="checkbox"/> DTSC Variance <input type="checkbox"/> CWA 404/401 <input type="checkbox"/> DFG 1601 <input type="checkbox"/> NPDES/WDRs <input type="checkbox"/> Other	
Describe:	
Total Construction Area: Acres Hectares	Total Disturbed Area: Acres Hectares
Receiving Water Name:	Project In Or Adjacent to Receiving Water?: <input type="checkbox"/> Yes <input type="checkbox"/> No
Project Discharges to?: <input type="checkbox"/> Groundwater Infiltration Basin Location:	<input type="checkbox"/> Municipal/Other System Name:

VI. CERTIFICATION

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is true, accurate, and complete to the best of my knowledge and belief. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment of knowing violations.	
Signature: _____	Date: _____
Print/Type Name: _____	Title: _____